

### **TAX ABATEMENT APPROVAL TIMELINE**

(Location of Tax Abatement is within a Tax Increment Financing [TIF] District)

Calendar Day 1-	Completed Tax Abatement Application, Statement of Benefits, and Application Fee delivered to Department of Metropolitan Development (DMD) Staff.
Calendar Day 22-	Preliminary Tax Abatement Resolution and Blurb are drafted and submitted for Metropolitan Development Commission (MDC) approval. Memorandum of Agreement (MOA) drafted, approved by the Office of Corporation Counsel (OCC), and sent to Company.
Calendar Day 24-	District City-County Councillor notified of proposal, sponsorship requested.
Calendar Day 25 -	MDC agenda published, Preliminary Resolution with project details becomes publicly available. <b>*Local media may report on project at this time*</b>
Calendar Day 30-	Metropolitan Development Commission approves Preliminary Tax Abatement Resolution designating the Economic Revitalization Area (ERA).
Calendar Day 31-	City-County Council resolution co-sponsorship requested.
Calendar Day 52-	Council Tax Abatement Proposal and Cover Sheet submitted by the Office of Corporation Counsel (OCC) to the Council. One or more Councillors are needed to sponsor the Council Proposal and advise the Council Office.
Calendar Day 64-	Tax Abatement Council Proposal introduced at Council Meeting.
Calendar Day 71-	Review and Approval by Council's Metropolitan & Economic Development Committee.
Calendar Day 84-	Public Notices published in papers of record, notices mailed to taxing bodies, District City-County Councillor and registered neighborhood organizations.
Calendar Day 85-	Full Council Meeting & Approval.
Calendar Day 87-	Final Tax Abatement Resolution and Blurb are drafted and submitted for Metropolitan Development Commission approval.
Calendar Day 94-	Company hand delivers signed MOA to DMD staff. Metropolitan Development Commission approves Final Tax Abatement Resolution.
Calendar Day 103-	DMD staff receive signed MOA bearing the DMD Director's signature and Final MDC Tax Abatement Resolution signed by the MDC President. The cover letter, MOA, and Final MDC Resolution are mailed to the tax abatement recipient.

Example schedule based on typical MDC & CCC monthly meeting schedules. Approval timelines for specific projects may vary.